

Minute of the meeting of DACIC board 15th June 2023

Present: Joan Bishop **JB** (Chair), Luke Watson **LW**, Glen McGill **GM**, Neil Hampton **NH**

In attendance: Paula White **PW**

Apologies: Tessa Palmer is on maternity leave, Shona MacDougall **SM**, Paddy Murray **PM**, Jim McGillivray **JM**

1	Minutes of meeting of 18 th May 2023	The minutes were deferred to next meeting as there weren't enough people present to approve them.
2	Matters Arising not covered elsewhere	<p>a. Meet the Groups 9-6-23 feedback, possible new director for DACIC and new user for community transport. JB sent out a survey to poll which date and venue worked best.</p> <p>b. Visit Scotland / THC Infrastructure meeting feedback DACIC and car park were used as example of good practice at the meeting, but no further plans for Dornoch. Action-JB to circulate number for Ranger.</p> <p>c. THC-Development Plan – importance of individual Place Plans to replace CasPlan, a discussion was held over the benefits of a Place Plan for Dornoch, LW to query with Community Council that the plan is getting lodged.</p> <p>d. Focus Group meeting report – it was noted that HIE no longer want to chair this. The board discussed the benefits the Focus Group has made over the 10-year life of the HIE Masterplan 2013-23 and the board suggests the Focus Group may be redundant and replaced by the BID if it goes ahead.</p>
3	New personal members	New personal members: Emily Teagle IV25 3JB, Richard Collins IV25 3NT, Donald Stephens IV25 3QR. New stakeholder (as not IV25 resident) Prof. David Worthington
4	Dornoch BID	<p>a. Steering Group meeting update NH. Levy banding, included and excluded businesses have been decided, finances have been discussed, BID Steering group is still looking at responsibilities and benefits of taking on Visit Dornoch, but this is the most requested project from the survey results. JB and Claire Bruce to discuss further.</p> <p>b. Bid Coordinator update – PW Writing the BID proposal, which needs to be in first draft by the end of June, then sent to the Highland Council for comment, 2nd draft to Bill Harvey (STP) by the 13th July, and final version sent to the</p>

		Highland Council and Scottish Government by the 10th August.
5	Dornoch Hub	<p>a. Manager's report- new bookings for G5, F1 and G20, working through new leases, advertising empty offices, meeting with DTAS Friday 10.30am about funding for a co-working project.</p> <p>b. Community transport update GM Leaflets now created, Community Transport going well, we're getting more bookings, we would like around 30 volunteers to ensure coverage (18 at present). Great example of addressing social isolation taking a passenger with mobility issues, who rarely gets out of the house, to the hairdresser down the road. Airport runs are not being accepted as they could cause displacement of taxi service.</p> <p>c. Warm Space update GM, coffee mornings are going well, funding finished, but people enjoy coming and making donations towards refreshment costs.</p> <p>d. Grant update, youth craft tutor support declined, still waiting on other grant for coffee mornings and winter workshops.</p> <p>e. Tree surgery –Now completed.</p> <p>f. Solar PV update –due to start 9th August.</p> <p>g. Vacancies G9, G11&G12.Notice served on G3.</p> <p>h. Fire Risk Assessment – we need to have up to date contact details for all hostel residents. PW to action</p> <p>i. Policies and Procedures – being reviewed by LW and SM – using SCVO models for any new policies. Annual review and version control to be introduced.</p>
6	Dornoch South	<p>a. Grant funding received for last claim from HCCF £8k</p> <p>b. MUGA Building warrant due to be submitted this week.</p> <p>c. MUGA users' subcommittee – meeting 14/6, Active School Co-Ordinator and Cricket Club will use, plan to visit Tain Tennis club for next meeting. Facebook to be setup as construction begins.</p> <p>d. Dornoch Distillery – updated flood risk model submitted but planning permission still awaited.</p> <p>e. Two benches purchase for coach passengers.</p> <p>f. Drainage checks – LW following up</p>
7	Visit Dornoch	<p>a. 01/04 to 07/06 total of 3905 passengers, 138 coaches, 96 coffee vouchers, 224 hours stopped.</p> <p>b. April 350, May 288 recorded in Hub Visitor Centre</p> <p>c. Lucy Willam's report</p> <p>d. Event road signage near the school. LW to take this on in 2024.</p>

8	Succession Planning	<p>a. Neil Hampton now signatory but online access to be tested by next meeting.</p> <p>b. Future 3 year plan once year end figures available (with & without BID)</p> <p>c. Innovation Hub -LW/HIE</p> <p>d. Share the load e.g. – LW Staffing & HR, Business Planning, GM community engagement & funding applications, SM policy review (H & S, FM, HR, Tenants), NH BID – PM finance & budget control, JM THC liaison</p> <p>e. SCVO - Aim to work towards the principles of good governance, in line with the Scottish Governance Code for the third sector https://scvo.scot/support/running-your-organisation/governance/scottish-governance-code-checkup</p>
9	2023 Action Plan June	<p>a. Promote vacant offices, PW/JB (Caithness Chamber of Commerce, FSB (David Richardson)).</p> <p>b. Insurance Renewal (JB Fixed Asset register)</p> <p>c. Markets 14 & 28 June (LW has concerns about road safety when packing up post market & will take up with PM)</p>
10	Community Group Updates	<p>a. Dornoch Community Council, update at next meeting</p> <p>b. DADCA, update at next meeting</p> <p>c. Embo Trust, update at next meeting</p> <p>d. UHI, update at next meeting</p> <p>e. Historylinks- Heritage Hub project out to tender in August.</p> <p>f. RDGC -partnership with Pinehurst – proposal to DACC includes Historylinks and & Pinehurst museum working together.</p>
13	Financial Statements	to follow
14	AOCB	<p>a. Parking Regulations</p> <p>NH requested information on the proposal. This is the link https://www.highland.gov.uk/.../file/26436/dornoch_etro_2023</p> <p>There will be formalised waiting restrictions around Dornoch Square limiting parking to a maximum of 1-hour maximum stay between 10am and 4pm from 1 May to 31 September in designated bays. NH said there was 'talk on the streets' that charging in the town centre and free parking at Dornoch South might be better. JB pointed out the DACIC need the income from the car park for maintenance and to pay back the loan. Also, the consultation finished on 27th March.</p>

		It is likely that road resurfacing will be delayed until September and any yellow lines etc would need to wait until after that.
13	DONM	Thursday 20th July at 7pm in the Hub